



STATE OF INDIANA

DEPARTMENT OF ADMINISTRATION
402 W Washington Street, Room W479
Indianapolis, Indiana 46204
317 / 232-3150

To: Mary Taylor, Travel Coordinator
Auditor of State's Office

From: Minnie Hoskins, Travel Coordinator
Travel Management/IDOA

Date: January 31, 2006

Subject: Hotel Rate Increase in Indianapolis, IN

Please accept this memo as authorization to pay the hotel rate of \$84.00 plus all applicable taxes in the city of Indianapolis. The Feds raised their rate to \$84.00 in Indianapolis and the hotels refuse to honor the current rate in Indianapolis of \$83.00. Please pay the \$84.00 base rate plus all applicable taxes effective February 1, 2006.

Thank you in advance for your assistance in this matter. If you have any questions I may be reached at 232-4258 or by e-mail @ mhoskins@idoa.state.in.us.